



For Official Use Only			
mP		Invoice No:	Balance:
FT		Amt:	Date:
UN		Date:	

APPLICATION FORM

1. PERSONAL

Family Name	<input type="text"/>	First Name	<input type="text"/>
Address	<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	
	<input type="text"/>	Title (Mr,Mrs,Miss,Ms,Dr,etc)	<input type="text"/>
	<input type="text"/>	Date of Birth	<input type="text"/>
Tel Number	<input type="text"/>	ID Number	<input type="text"/>
Mobile Number	<input type="text"/>	Occupation	<input type="text"/>
Email	<input type="text"/>	Company	<input type="text"/>

2. COURSE DETAILS

Course Title: BTEC Higher National Diploma in Computing & Systems Development	
Starting Date: Monday 1st October 2012	
Days: Every Mon, Tue, Wed & Thu	Time: 1800hrs – 2030hrs
Course Fee: €5,800	Duration: Two academic years (Oct to June)

3. TERMS and CONDITIONS

- Bookings are secured when deposit is paid. Full payment is due even if student does not complete course and payment is not refundable/transferable.
- Cheques are to be made payable to Computer Domain Ltd.
- Copy of ID card needs to be attached with the application form.
- I have read and accept all regulations shown in this application form (including those shown overleaf).
- Above prices INCLUDE exams and relevant courseware. Students have to pay any required re-sits.

4. PAYMENT TERMS

Deposit: Euro 2,900	Balance: Euro 2,900 by 12th July 2013
----------------------------	---

EDUCATION AND CERTIFICATIONS

Please list down any relevant courses/ certifications that you have taken:

Courses Taken:

Course	Institution	Certificate/ Diploma	Date Completed

Certifications Achieved

Name of Certification	Institution	Date Achieved

Before enrolling for your course, you are kindly asked to read the following points:

We at **Computer Domain** would like to thank you for giving us the opportunity to offer you our services. You are courteously asked to adhere these guidelines:

1. Students are **not allowed** to install screen-savers, change any computer set-ups or passwords.
2. Authorisation must be sought before students can use any **external storage devices** (such as USB pens).
3. Mobile phones should be switched off in class.
4. **No** music devices, computer games or any other similar electronic equipment should be used on Computer Domain premises unless with the prior consent of Computer Domain staff.
5. Smoking is **strictly prohibited** in the entire Computer Domain building.
6. Eating/drinking in class is not allowed.
7. The subject of Politics, and any discriminatory comments or remarks regarding political belief, race, ethnicity, origin, gender, age, sexual orientation, language, disability and religion or belief are **not allowed** within Computer Domain building. Students are to handle all computer equipment with care.

Please be advised that students who do not adhere to the above regulations are subject to expulsion from the course, with no refund.

We thank you for taking the time to read the above and for your co-operation in upholding our standards. Should you wish to clarify any points, please do not hesitate to contact one of our administration staff.

Computer Domain Ltd will hold your personal data on their computer database. This information may be accessed, reviewed and used by the designated staff at Computer Domain Ltd for administrative and marketing purposes. Computer Domain Ltd, or its approved suppliers, may also send you details of products and services you may be interested in. If you do not wish to receive such information, please tick the box.

The personal information provided in this form will only be processed for the purpose of course administration and shall be processed in accordance with the provision of the Data Protection Act, Cap 440 of the Laws of Malta. Certain information may be forwarded by Computer Domain Ltd. to the ministry for Investment, Industry and IT to allow the said Ministry to measure the take up of any scheme launched by the same Ministry. Course schedules, content and any other items related to the course may be subject to change due to various circumstances which might arise throughout the duration of the course and are beyond the control of Computer Domain. Whilst Computer Domain would ensure that such changes are communicated to students once they are officially available, Computer Domain cannot be held liable for such changes.

If the student applies for any scheme or loan for part or full financing of his/her studies at Computer Domain, the full responsibility for such schemes or loans lies with the student and Computer Domain cannot be held liable for any changes / terminations / suspension of such schemes or loans. Furthermore, Computer Domain cannot be held accountable if the organization awarding the financing scheme or loan fails to honour its commitments towards the student.

You have the right to access, rectify and where applicable, the right to erase data concerning you.

I do hereby authorise Computer Domain Ltd. to process the data contained in this form for the above-stated purposes.

Computer Domain Management

Signature

Date



Networking Academy

